

2000 Addendum

For Use in Connection with 1995/96
Campaign Disclosure Information Manuals A-E

Information Manual A

Officeholders/Candidates and Their Controlled Committees

Information Manual B

Non-Controlled Committees Primarily Formed to Support or Oppose Specific
State or Local Candidates

Information Manual C

General Purpose Recipient Committees (PAC's)

Information Manual D

Ballot Measure Committees

Information Manual E

Independent Expenditure and Major Donor Committees

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Introduction

This publication should be used in conjunction with the Fair Political Practices Commission's campaign disclosure manuals. This Addendum summarizes regulatory and statutory changes to the campaign disclosure provisions of the Political Reform Act¹ since publication of the 1995/96 campaign manuals. It also highlights changes made to some campaign forms. This Addendum supersedes the campaign manuals where discrepancies are found in the information presented. Additionally, this Addendum replaces the 1999 Addendum issued February, 1999.

Do not rely on the information contained in this publication alone to ensure compliance with the Act. Both the Political Reform Act as Amended to January 1, 2000, and the Commission's campaign disclosure manuals should be used to supplement this Addendum.

Information on the following topics is included in this Addendum:

▶ Campaign/Filing Issues

- New Campaign Form 460 (Combines Forms 419, 420 and 490)
- Updated Forms 410, 461, 496, 497, 501 and 502
- Assistant Treasurer
- Zip Codes now Required on Campaign Disclosure Statements
- Reporting Accrued Expenses
- Termination of Candidates' and Committees' Filing Requirements
- Personal Payment for Candidate Filing Fee/Ballot Statement Fee
- Form 470 — Judges
- Form 501/Form 502 — Place of Filing
- Faxing Campaign Statements
- Late "In-Kind" Contributions
- Estimating Late In-Kind Contributions — Regulation 18425

- State Electronic Filing Program
- New Legislation Requiring Candidates for PERS Governing Board to File Campaign Statements
- Proposition 218 Election Filing Requirements
- Common Questions and Answers

▶ Prohibitions/Restrictions

- Ban on Foreign Government/Foreign Principal Contributions/Expenditures for Ballot Measures
- Contributions Drawn from Account of Donor
- Candidate Contribution Solicitations

▶ Enforcement Matters

- Violations of the Political Reform Act
- New Statute of Limitations Concerning Administrative Proceedings

▶ Campaign Statement Filing Schedules

- March 7, 2000, Elections Filing Schedule for:
 - Candidates and Ballot Measures to be listed on the March 7 Ballot
 - Primarily Formed Committees to Support/Oppose Candidates and Ballot Measures to be listed on the March 7 Ballot
 - Committees in Cities with a March 7 Election
 - State, County, and City General Purpose Recipient Committees
- Filing Schedule for:
 - Local Officeholders and Candidates not on March 7 Ballot
 - State and County Major Donor Committees
 - State and County Independent Expenditure Committees that do not receive contributions
- State Officeholders not on March 7 Ballot
- November 7, 2000, Elections

¹The Act is contained in the California Government Code, sections 81000 - 91015. Commission Regulations appear at Title 2, Division 6, California Code of Regulations sections 18000, et seq.

Introduction

- ▶ **Campaign Information Resources**
- ▶ **Current Campaign Forms and Manuals**
- ▶ **Proposition 208 Status**

The FPPC Website – Better than Ever

The FPPC website (www.fppc.ca.gov) has a new look and more user-friendly help, information, and products for internet users. The redesigned website replaces a site that was first opened in mid-1995 with limited offerings and fewer features.

The FPPC website offers an overview of the subjects covered by the Political Reform Act and a description of the FPPC.

Visitors can learn how to file a complaint with the FPPC's Enforcement Division and at the same time read a list of subjects not under the jurisdiction of the FPPC (e.g., federal elections). Internet links and additional contact information are given for the agencies that do have jurisdiction over these other laws.

Users can easily access current news, announcements, and schedules of FPPC seminars and other Commission meetings. Users can also download and print FPPC forms, and fill out the Statement of Economic Interests (Form 700) interactively.

A library link gives access to current and past issues of the FPPC *Bulletin*, the entire Political Reform Act, FPPC regulations, plus guides and fact sheets about campaign and lobbying disclosure and conflict-of-interest provisions.

The library also holds comprehensive information about rules regarding gifts, honoraria, travel, and loans, restrictions on post-governmental employment, and past enforcement cases.

The site also features a "feedback" service for praise, criticism, suggestions, or other messages to the Commission and its staff.

Campaign Filing Issues

New FPPC Form 460 – Highlights

The three long forms used by campaign committees (Forms 419, 420, and 490) have been combined into one form for use by all recipient committees.

Except as noted below, information reported on the Form 460 is the same as on the Forms 419, 420, and 490. Committees should begin using the Form 460 no later than the reporting period commencing January 1, 2000.

Changes Include:

- To amend a previously filed Form 460 (or Forms 419, 420, or 490), complete a new Form 460 Cover Page, check the amendment box, describe the change, and attach the amended schedules. Form 405 is no longer used.
- Non-monetary contributions are added to total contributions received and total expenditures made on the Summary Page (Lines 4 and 10).
- Contributor codes have been added to Schedules A, B, and C.
- Expenditures codes for Schedules E, F, and G have been expanded.
- Payments reported on Schedules E, F, G, and H which are contributions or independent expenditures to support or oppose other candidates, measures, and committees are now summarized on Schedule D. The Allocation Page has been eliminated.
- Candidates: Payments made from personal funds to support or oppose other candidates, ballot measures, and committees are not reported on Form 460 as they were on the Form 490 Allocation Page, Part II. Instead, if you make personal contributions totaling \$10,000 or more during a calendar year to other candidates and committees, or you make independent expenditures totaling \$1,000 or more, file Form 461 in addition to Form 460.

Changes to Some Campaign Forms:

Form 410 — Statement of Organization

The Form 410 now incorporates the campaign bank account information that is required of candidates formerly disclosed on Form 502. A termination section is also included on the Form 410. The previous Form 415, Statement of Termination, has been eliminated.

Form 461 — Major Donor and Independent Expenditure Committee Statement

The Form 461 has been revised to look more like the long form expenditure reporting schedules. The separate sections for reporting loan repayments and loan forgiveness have been eliminated. An amendment box, identifying amended filings, replaces the Form 405.

Form 496 — Late Independent Expenditure Report and Form 497 — Late Contribution Report

These forms have been revised to add a requirement that each report include a filer-assigned “control” number so that filing officers and the public can distinguish among numerous duplicate filings that often occur during the rush of the late contribution period. An amendment identifier has also been added. The Form 497 looks more like the reporting schedules on the long form. Additionally, there are separate pages for reporting late contributions received and late contributions made.

Form 501 – Candidate Intention and Form 502 – Campaign Bank Account Statement

The Forms 501 and 502 have been revised to remove the requirement to file a termination form since that process has been added to the Form 410. The Form 502 will now be used only by candidates who are required to open bank accounts, but do not raise or spend \$1,000 or more in a calendar year.

Campaign Filing Issues

Assistant Treasurer

A recipient committee may now designate one assistant treasurer on the committee's Statement of Organization (Form 410). The assistant treasurer will assume the duties and responsibilities of the treasurer if the treasurer is unavailable or vacates the office of treasurer. For example, if the treasurer is out of town when a campaign statement is required to be filed, the assistant treasurer may sign the campaign disclosure statement. (Regulation 18426.1.)

Zip Codes

Zip codes are now required when reporting street addresses on campaign disclosure statements. When the Secretary of State provides information on the Internet under the new electronic filing provisions, only the contributor's name, city, and zip code will be displayed. To protect an individual's privacy, the street address will not be shown on the Internet. (Regulation 18421.2.)

Reporting Accrued Expenses

Previously, an expense incurred in one reporting period but paid in another, would only be reported during the period it was incurred and not itemized again. Now, you must continue to itemize that accrued expense on Schedule F of Form 460 through each reporting period until it is paid in full.

Each payment on an accrued expense will also be reported on Schedule E as an expenditure.

Reporting Administrative Expenses

There are certain expenses that may carry over from one reporting period to another that you do not have to report as accrued expenses. These expenses include regularly recurring administrative overhead such as payments for rent, utilities, phones, campaign workers' salaries, etc., if the payment due date has not occurred by the end of the reporting period. Campaign workers' salaries only include payments to those individuals for whom the committee is paying federal and state employment taxes.

Contracts with consultants and independent contractors are not considered regularly occurring administrative overhead of a committee. (Regulation 18421.6.)

For more information, see *What's New with "Accrued"* a fact sheet available from the FPPC.

Termination of Candidates' and Committees' Filing Requirements

The following forms are no longer required to terminate your filing obligations:

- Form 415, Recipient Committee Statement of Termination (A new termination section is included on Form 410, Statement of Organization)
- Form 416, Officeholder/Candidate Statement of Termination
- Form 501 — Candidate Intention Termination
- Form 502 — Candidate Bank Account Termination

(Regulation 18404.)

Personal Payment for Candidate Filing Fee/Ballot Statement Fee

Payments from a candidate's *personal* funds for either a filing fee for a declaration of candidacy or a ballot statement fee are not reportable contributions or expenditures. Candidates may be reimbursed for these payments from campaign funds. The reimbursement is reported as an expenditure on the Form 460, Schedule E. (Chapter 394, Stats. 1997; effective January 1, 1998.) (Sections 82015 and 82025.)

Payments for the filing fee or ballot statement fee from *campaign* funds continue to be reportable expenditures on the Form 460, Schedule E. Additionally, a third party payment of the filing fee or ballot statement fee is an in-kind contribution to the candidate and is reported on the Form 460, Schedule C.

Form 470 — Judges

Judges who are unopposed and, therefore, will not be listed on the ballot, will no longer have to file a Form 470 if they will not receive contributions or make expenditures. Payments from a candidate's personal funds for a filing fee for a declaration of candidacy are not considered contributions or expenditures.

Campaign Filing Issues

Forms 501/502 — Place of Filing

The Form 501, Candidate Intention Statement, is required to be filed prior to solicitation or receipt of any contribution or loan. The Form 502, Campaign Bank Account Statement, must be filed by a candidate who is required to open a bank account, but will not raise or spend \$1,000 or more in a calendar year. The Forms 501/502 are filed at the following location:

Secretary of State
Political Reform Division
P. O. Box 1467
Sacramento, CA 95812-1467

(Chapter 289, Stats. 1996; effective January 1, 1997.) (Sections 85200 and 85201.)

Faxing Campaign Statements

Campaign statements which contain 30 pages or less may be faxed provided that the faxed copy of the campaign statement is the exact copy of the mailed version. The mailed version must be sent by first-class mail, guaranteed overnight delivery, or personal delivery within 24 hours of the applicable deadline. (Chapter 394, Stats. 1997; effective January 1, 1998.) (Section 81007.5.)

Form 470 Supplements, late contribution reports, and late independent expenditure reports are not required to be mailed if the reports are faxed because these reports do not require signatures.

Late “In-Kind” Contributions

A late “in-kind” contribution is a contribution of goods or services made to a candidate, controlled committee, or primarily formed committee, during the 16 days prior to the election in which the candidate or ballot measure is to be voted on. An in-kind contribution is “made” by the contributor and “received” by the recipient on the earliest of the following dates:

- The date that funds are expended by the contributor for goods or services, if the specific expenditure is made at the behest of the recipient; or
- The date that the recipient or its agent obtains possession or control of the goods or services; or

- The date that the recipient otherwise receives the benefit of the expenditure.

Provisions regarding late “in-kind” contributions are summarized below.

- An officeholder, candidate, or committee that *makes* a late in-kind contribution must:
 - Send the recipient of the in-kind contribution a notice of the value of the contribution. The notice must be received by the recipient within 24 hours of the time the contribution was made. There is no standardized form for the notice, however, the Late Contribution Report, Form 497, may be used. The notice must be delivered by personal delivery, fax, or guaranteed overnight mail and a copy maintained for recordkeeping purposes; *and*
 - File a late contribution report within 24 hours of the time the contribution was made.
- The recipient of the late in-kind contribution must:
 - File a late contribution report within 48 hours of the time the contribution was received.

(Chapter 77, Stats. 1995; effective January 1, 1996.) (Section 84203.3.)

Example:

On February 26, 2000, a state general purpose committee (PAC) makes a late in-kind contribution to a candidate running in the March 7, 2000, election. The value of the contribution is \$3,000. The following deadlines apply:

- *The candidate must receive a notice from the PAC no later than February 27, 2000, stating the value of the contribution.*
- *The PAC must file a late contribution report no later than February 27, 2000.*
- *The candidate must file a late contribution report no later than February 28, 2000.*

Campaign Filing Issues

Estimating Late In-Kind Contributions – Regulation 18425

On October 1, 1998, the Commission amended Regulation 18425 with regard to late contributions. When more than one in-kind contribution will be made by or received from a single contributor during the late reporting period, the regulation allows candidates and committees to file estimated late contribution reports. Common examples are in-kind contributions of phone banks and administrative services.

If the actual value of ongoing in-kind contributions is not known, a late contribution report containing a good faith estimate may be filed within the applicable 24 or 48-hour deadline described above. If, at any time after filing an estimated report, the candidate or committee knows that the value of the in-kind contributions differs from the estimated report by 20 percent or more (up or down), the estimated report must be amended within 24 hours. In addition, on the candidate or committee's next pre-election or semi-annual campaign statement, the actual value of all late in-kind contributions must be disclosed.

Example:

From October 23 through October 29, 2000, the United Steamworkers PAC will contribute phone bank services to a candidate running in the November 7 election. On October 25, the value of the services reaches \$1,000, but the PAC does not know how much the total contribution will be. On October 26, the PAC notifies the candidate that an estimated contribution of \$3,500 will be made through October 29, and files a late contribution report reporting the \$3,500 estimate. The candidate must file a late contribution report no later than October 27, and may also disclose the estimated amount.

On November 7 the PAC determines that the actual value of the contribution was \$2,500. Both the PAC and the candidate must file amended late contribution reports within 24 hours of the time they know the correct amount.

A copy of Regulation 18425 may be obtained from the FPPC website.

State Electronic Filing Program

In 1997, the Legislature enacted SB 49, otherwise known as the "Online Disclosure Act of 1997." (Ch. 866, Stats. 1997; amended Ch. 433, Stats. 1999.) It requires state candidates and state committees that receive contributions totaling \$100,000 or more or make expenditures totaling \$100,000 or more to electronically file campaign disclosure reports beginning with the first pre-election report for the March 7, 2000, statewide primary election, due January 27, 2000.

The period for calculating the \$100,000 in contributions or expenditures begins January 1, 1999, and ends June 30, 2000. Once the \$100,000 threshold has been met, the next required campaign report must be electronically filed. For example:

- If the \$100,000 threshold is met from January 1, 1999, through January 22, 2000, and a committee is required to file the first pre-election report in connection with the March 7, 2000, election, the committee must electronically file on January 27, 2000.
- If the \$100,000 threshold is met from January 1, 1999, through February 19, 2000, and a committee is required to file the second pre-election report for the March 7, 2000, election, the committee must file electronically on February 24, 2000.
- If the \$100,000 threshold is met from January 1, 1999, through June 30, 2000, a committee must file the semi-annual statement electronically on July 31, 2000.

On July 1, 2000, the electronic filing threshold drops to \$50,000 in contributions or expenditures, calculated from January 1, 2000. Once the electronic filing requirement has been triggered after July 1, 2000, all future reports must be filed electronically.

Notes:

- Paper reports must continue to be filed in addition to reports electronically filed.
- Candidates and committees may voluntarily file electronic reports.

Campaign Filing Issues

Campaign disclosure information filed with the Secretary of State will be posted to the Internet, giving California voters prompt access to campaign finance information.

The Secretary of State has published the following formats on its website (www.ss.ca.gov) for use in electronically submitting both campaign and lobbyist disclosure information:

- California Electronic File Format
(Published on Secretary of State website as .CAL)
- American National Standards Institute (ANSI) X.12 Transaction Set 113

As this publication goes to print, the Secretary of State's office is developing guidelines relating to this provision. To obtain further information concerning the electronic filing program, please contact the Secretary of State's Office at (916) 653-6224.

New Legislation Requires Candidates for PERS Governing Board to File Campaign Statements

The Act was amended to require the six elected members and candidates for the board of administration of the Public Employees Retirement System to file campaign disclosure reports on forms prescribed by the FPPC. The reports will be filed with the Secretary of State, with copies retained by PERS. The FPPC has adopted regulations clarifying the new law. (Chapter 923, Stats. 1998; effective January 1, 1999.) (Sections 82023, 82024, 90001 and 84225.) (Regulations 18451 and 18452.)

Proposition 218 Election Filing Requirements

Proposition 218, a statewide initiative that was passed by the voters on November 5, 1996, requires voter approval of tax increases. The Commission does not interpret or enforce provisions of Proposition 218. For information concerning Proposition 218 elections, please contact the local elections office. However, the following advice applies to contributions received and expenditures made in connection with Proposition 218 elections:

Ballot Measure Elections

Elections held for general and special tax measures placed on a ballot for voter approval by local governments pursuant to the California Constitution, Article XIII C, are considered "ballot measures" under the Act. Expenditures and contributions made in support of, or in opposition to, these ballot measures are reportable and are covered under the reporting requirements of the Act. Refer to Information Manual D for further information concerning reporting obligations for ballot measure committees.

Mailed Ballot/Protest Procedure

The mail-out ballot and protest procedure for assessment districts required by the California Constitution, Article XIII D, is *not* considered a measure or an election under the Act. Therefore, expenditures and contributions advocating the passage or defeat of the assessment are not reportable under the Act.

Questions/Answers

- Q** What are the reporting requirements for administrative overhead payments (office space, phones, salaries, utilities, supplies, etc.) made by a sponsoring organization for its general purpose committee?
- A** Regulation 18215 exempts administrative overhead and start-up expenses from the definition of "contribution." However, committees must continue reporting donated administrative services from the sponsor on Schedule C (Non-Monetary Contributions). The value of the services may be reported as a "memo item" on Schedule C and should not be counted in summary totals.
- Q** A non-incumbent candidate lost the election. The candidate did not raise/spend \$1,000 or more in the calendar year. What does the candidate file after the election?
- A** The candidate's campaign filing obligations automatically terminate following the election. No additional FPPC forms are required.

Prohibitions/Restrictions

Ban on Foreign Government or Foreign Principal Contributions/Expenditures for Ballot Measures

Foreign governments and foreign principals are prohibited from making contributions, expenditures, or independent expenditures in connection with the qualification or support of, or opposition to, any state or local initiative, recall, or referendum measure.

Persons (including individuals, corporations, and business entities) and all entities that meet the definition of committee under section 82013 of the Act may not solicit or accept contributions from foreign governments or foreign principals in connection with the qualification or support of, or opposition to, any state or local initiative, recall, or referendum measure.

The term “foreign principal” as defined in 22 U.S.C.A. section 611(b) includes:

(1) A government of a foreign country and a foreign political party;

(2) A person outside of the United States, unless it is established that such person is an individual and a citizen of and domiciled within the United States, or that such person is not an individual and is organized under or created by the laws of the United States or of any State or other place subject to the jurisdiction of the United States and has its principal place of business within the United States; and

(3) A partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country.

Exception: A domestic subsidiary of a foreign corporation may make contributions, expenditures, or independent expenditures if the decision to contribute or expend funds is made by an officer, director, or management employee of the corporation who is a United States citizen or lawfully admitted permanent resident. (Chapter 67, Stats. 1997; effective January 1, 1998.) (Section 85320.)

Note to Candidates: The Federal Election Campaign Act (2 U.S.C. Section 441b and e) prohibits contributions from national banks, national corporations (or corporations established by an Act of Congress), and foreign nationals in connection with any local, state, or federal election to political office. Contact the Federal Election Commission at (800) 424-9530 for more information.

Contributions Drawn from Account of Donor

Monetary contributions of \$100 or more may no longer be made in the form of a money order or cashier's check. These contributions must be made in the form of a written instrument containing the name of the donor and the name of the payee and drawn from the account of the donor or the intermediary. Contributions may continue to be made with a credit card. (Chapter 898, Stats. 1996; effective January 1, 1997.) (Section 84300.)

Candidate Contribution Solicitations

Government Code Section 3205 prohibits a candidate for a local elective office from knowingly, directly or indirectly, soliciting a political contribution from any employee of his or her agency or from a person on an employment list of that agency. An exception applies if the solicitation for political contributions is part of a solicitation made to a significant segment of the public. The Fair Political Practices Commission does not interpret or enforce this provision. For further information, please contact the Attorney General's office at 800-952-5225 or your district attorney. (Effective January 1, 1996.)

Violations of the Political Reform Act

A knowing or willful violation of the Act is a misdemeanor. Persons convicted of a misdemeanor may be disqualified for four years from the date of conviction from running for elective office in addition to other penalties which may be imposed. The Act also provides for administrative and civil penalties and damages for violations of the Act, as well as injunctive relief from the courts.

If an individual is aware of a violation of the Act, he/she may file a complaint with the Commission's Enforcement Division. When preparing a complaint, care should be taken to provide as much specific information as possible, including documentation which supports the information described in the complaint (i.e., copies of campaign statements, minutes of meetings where governmental decisions were made, copies of checks, and statements of witnesses).

A copy of a complaint form may be obtained by calling the Fax-on-Demand line at 1-888-622-1151, and ordering index number 8002 or by accessing the FPPC website. A complaint may also be filed in the form of a letter that identifies the parties involved and the grounds on which a violation has occurred. As a general rule, the identity of any person filing a complaint can be maintained in confidence and will not be disclosed to the public or the parties complained against.

The Commission has established a toll-free enforcement hotline that can be reached at 1-800-561-1861.

The Commission has jurisdiction over enforcement of provisions of the Political Reform Act, including the following:

- Money laundering
- Conflicts of interests
- Mass mailing violations
- Campaign disclosure violations
- State lobbying violations
- Personal use of campaign funds

The Commission does not have jurisdiction over the following:

- False or misleading campaign materials;
- Election fraud;

- Violations of the Elections Code, Penal Code, Government Code section 1090, or any laws other than the Political Reform Act;
- Federal campaigns (i.e., Congressional, etc.);
- Open meeting laws (Brown Act);
- Doctrine of Incompatible Activities.

New Statute of Limitations Concerning Administrative Proceedings

Prior to January 1, 1998, the Act did not contain a specific statute of limitations regarding administrative proceedings. As of January 1, 1998, the statute of limitations for administrative actions alleging a violation of the Act expires five years after the date on which the violation occurred. The service of the probable cause hearing notice upon the person alleged to have violated the Act constitutes the commencement of the administrative action.

If, upon being ordered by a superior court to produce any documents sought by a subpoena in any administrative proceeding, the person alleged to have violated the Act fails to produce documents in response to the order by the date ordered to comply, the five-year period will be tolled for the period of the delay from the date of filing of the motion to compel until the date the documents are produced.

If a person alleged to have violated a provision of the Act engages in fraudulent concealment of his or her acts or identity, the five-year period will be tolled for the period of the concealment.

"Fraudulent concealment" means the person knows of material facts related to his or her duties under the Act and knowingly conceals them in performing or failing to perform those duties, for the purpose of defrauding the public of information to which it is entitled under the Act. (Chapter 179, Stats. 1997; effective January 1, 1998.) (Section 91000.5.)

2000 Filing Schedules

Filing Schedule for March 7, 2000 Elections

- ❖ Candidates and Ballot Measures to be listed on the March 7 Ballot
- ❖ Primarily Formed Committees to Support/Oppose Candidates and Ballot Measures to be listed on the March 7 Ballot
- ❖ Committees in Cities with a March 7 Election
- ❖ State, County, and City General Purpose Recipient Committees

<i>Filing Deadline</i>	<i>Type of Statement</i>	<i>Period Covered by Statement</i> ^{1/}	<i>Method of Delivery</i> **
October 10, 1999 File by October 12, 1999 ^{2/}	Pre-election	1/1/99 - 9/30/99 or 7/1/99 - 9/30/99	❖ Personal Delivery ❖ First Class Mail
January 10, 2000	Semi-Annual	^{1/} - 12/31/99	❖ Personal Delivery ❖ First Class Mail
January 27, 2000	Pre-election	1/1/00 - 1/22/00	❖ Personal Delivery ❖ First Class Mail
February 24, 2000	Pre-election	1/23/00 - 2/19/00	❖ Personal Delivery ^{3/} ❖ Guaranteed Overnight Service
24 Hours	Late Contributions and Late Independent Expenditures of \$1,000 or More ^{4/}	2/20/00 - 3/6/00	❖ Personal Delivery ❖ Telegram ❖ Guaranteed Overnight Service ❖ Fax
July 31, 2000	Semi-Annual	2/20/00 - 6/30/00	❖ Personal Delivery ❖ First Class Mail

Footnotes:

- 1/ The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- 2/ October 10, 1999, is a Sunday. October 11, 1999, is a state holiday. The next regular business day is Tuesday, October 12, 1999.
- 3/ Personal or guaranteed overnight delivery is required for officeholders/candidates, their controlled committees, and committees primarily formed to support or oppose candidates or ballot measures being voted upon on March 7, 2000. All others may file by first class mail.
- 4/ The recipient of a late "in-kind" contribution must file a Late Contribution Report within 48 hours from the time the in-kind contribution is received.

Pre-election Statements:

- Candidates are required to file the October 10th statement only if they have filed a Form 501 (Statement of Intention) in connection with the election by September 30, 1999.
- State, county, and city general purpose recipient committees file on October 10th, January 27th, and February 24th if contributions/independent expenditures aggregating \$500 or more are made during the corresponding period.

****Important: In addition to paper reports, candidates and committees that file with the Secretary of State may be required to file electronically beginning with the report due January 27, 2000.****
(see www.ss.ca.gov)

2000 Filing Schedules

Filing Schedule in Connection with March 7 Elections for:

- ❖ Officeholders and Candidates not on March 7 Ballot
(*except elected state officers*)
- ❖ State and County Major Donor Committees
- ❖ State and County Independent Expenditure Committees that do not receive contributions

<i>Filing Deadline</i>	<i>Type of Statement</i>	<i>Period Covered by Statement</i> ^{1/}	<i>Method of Delivery</i> ^{**}
October 10, 1999 File by October 12, 1999 ^{2/}	Pre-election	1/1/99 - 9/30/99 or 7/1/99 - 9/30/99	❖ Personal Delivery ❖ First Class Mail
January 10, 2000 or January 31, 2000	Semi-Annual	^{1/} - 12/31/99 or 10/1/99 - 12/31/99	❖ Personal Delivery ❖ First Class Mail
24 Hours	Late Contributions and Late Independent Expenditures of \$1,000 or More	2/20/00 - 3/6/00	❖ Personal Delivery ❖ Telegram ❖ Guaranteed Overnight Service ❖ Fax
July 31, 2000	Semi-Annual	1/1/00 - 6/30/00	❖ Personal Delivery ❖ First Class Mail

Footnotes:

- 1/ The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- 2/ October 10, 1999, is a Sunday. October 11, 1999, is a state holiday. The next regular business day is Tuesday, October 12, 1999.

Additional Notes:

- File the pre-election statement due October 10, 1999, only if you have made contributions of \$5,000 or more to elected state officers, candidates for elective state office, their controlled committees, or committees primarily formed to support or oppose any elected state officer or candidate for elective state office during the period July 1 through September 30, 1999.
- File your 1999 semi-annual statement on January 10, 2000, only if you made contributions \$5,000 or more as described above during the period July 1 through December 31, 1999. Otherwise your semi-annual statement is due January 31, 2000.

****Important: In addition to paper reports, candidates and committees that file with the Secretary of State may be required to electronically file reports covering activities occurring in 2000.****
(see www.ss.ca.gov)

2000 Filing Schedules

Filing Schedule for 2000

❖ For use by elected state officers who are not listed on the March or November primary or general election ballots.

<i>Filing Deadline</i>	<i>Type of Statement</i>	<i>Period Covered by Statement^{1/}</i>	<i>Method of Delivery^{**}</i>
January 10, 2000 ^{2/} or January 31, 2000	Semi-Annual	7/1/99 - 12/31/99 or 10/1/99 - 12/31/99	❖ Personal Delivery ❖ First Class Mail
January 27, 2000	Pre-election	1/1/00 - 1/22/00	❖ Personal Delivery ❖ First Class Mail
February 24, 2000	Pre-election	1/23/00 - 2/19/00	❖ Personal Delivery ❖ First Class Mail
24 Hours	Late Contributions and Late Independent Expenditures of \$1,000 or More	2/20/00 - 3/6/00	❖ Personal Delivery ❖ Telegram ❖ Guaranteed Overnight Service ❖ Fax
July 31, 2000	Semi-Annual	^{1/} - 6/30/00	❖ Personal Delivery ❖ First Class Mail
October 5	First Pre-election	7/1/00 - 9/30/00	❖ Personal Delivery ❖ First Class Mail
October 26	Second Pre-election	10/1/00 - 10/21/00	❖ Personal Delivery ❖ First Class Mail
24 Hours	Late Contributions and Late Independent Expenditures of \$1,000 or more	10/22/00 - 11/6/00	❖ Personal Delivery ❖ Telegram ❖ Guaranteed Overnight Service ❖ Fax
January 31, 2001	Semi-Annual	^{1/} - 12/31/00	❖ Personal Delivery ❖ First Class Mail

Footnotes:

- 1/ The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- 2/ File by January 10th if you have made contributions of \$5,000 or more to other elected state officers/candidates, their controlled committees, and committees primarily formed to support or oppose candidates for elected state office during the period 7/1 - 12/31/99. If you have not made such a contribution(s) you may file by January 31st.

Pre-election Statements:

- File the January 27th, February 24th, October 5th, and October 26th statements if any contributions/independent expenditures are made during the period covered by the statement.

****Important: In addition to paper reports, candidates and committees that file with the Secretary of State may be required to file electronically beginning with the report due January 27, 2000.****
(see www.ss.ca.gov)

2000 Filing Schedules

November 7, 2000 Elections

<i>Filing Deadline</i>	<i>Type of Statement</i>	<i>Period Covered by Statement</i> ^{1/}	<i>Method of Delivery</i> **
October 5	First Pre-election	1/1/00 - 9/30/00 or 7/1/00 - 9/30/00	❖ Personal Delivery ❖ First Class Mail
October 26	Second Pre-election	10/1/00 - 10/21/00	❖ Personal Delivery ❖ Guaranteed Overnight Service
24 Hours	Late Contributions and Late Independent Expenditures of \$1,000 or more ^{3/}	10/22/00 - 11/6/00	❖ Personal Delivery ❖ Telegram ❖ Guaranteed Overnight Service ❖ Fax
January 31, 2001	Semi-Annual	10/22/00 - 12/31/00	❖ Personal Delivery ❖ First Class Mail

Footnotes:

- 1/ The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- 2/ Personal or guaranteed overnight delivery is required for officeholders/candidates, their controlled committees, ballot measure committees, and committees primarily formed to support or oppose candidates or measures being voted upon on November 7, 2000. All others may file by first class mail.
- 3/ The recipient of a late "in-kind" contribution must file a Late Contribution Report within 48 hours from the time the in-kind contribution is received.

Pre-election Statements:

- Candidates and committees primarily formed to support/oppose candidates and ballot measures listed on the November 7th ballot must file the October 5th and October 26th pre-election statements.
- Elected state officers not on the November 7th ballot must file the October 5th and October 26th pre-election statements if any contributions or independent expenditures are made in the corresponding period.
- State and county general purpose recipient committees, and city general purpose committees, including city major donor and independent expenditure committees active in cities holding a November 7th election, must file the October 5th and October 26th pre-election statements if contributions/independent expenditures of \$500 or more are made in the corresponding periods.
- State and county major donor committees do not file the October 5th and October 26th pre-election statements.

****Important: In addition to paper reports, candidates and committees that file with the Secretary of State may be required to electronically file reports covering activities occurring in 2000.****
(see www.ss.ca.gov)

Campaign Information Resources

A list of frequently requested addresses and telephone numbers is provided below.

Fair Political Practices Commission

P.O. Box 807 (95812-0807)
428 J Street, Suite 450
Sacramento, CA 95814
Phone (916) 322-5660
Fax (916) 322-0886
Website <http://www.fppc.ca.gov>
Fax-on-Demand (888) 622-1151

- Campaign Disclosure
- State Contribution Limits
- Conflict of Interest Disclosure
- Lobbying Disclosure
- Conflict of Interest Disqualification
- Proper Use of Campaign Funds

Reporting Enforcement Violations
(800) 561-1861

Secretary of State

Political Reform Division

P.O. Box 1467 (95812-1467)
1500 11th Street, Room 495
Sacramento, CA 95814
Phone (916) 653-6224
Fax (916) 653-5045
Website <http://www.ss.ca.gov>

- Committee Identification Numbers
- Termination of Committees
- Online/Electronic Filing

Elections Division

(916) 657-2166

- Questions Relating to the Elections Code

Registrar-Recorder of Los Angeles County

Campaign Reporting Unit

12400 Imperial Highway
Norwalk, CA 90650
Phone (562) 462-2339
Fax (562) 651-2548
Website <http://www.co.la.ca.us/regrec/main.htm>

City and County of San Francisco

Department of Elections

Room 48, City Hall
One Doctor Carlton Goodlett Place
San Francisco, CA 94102-4635
Phone (415) 554-4375
Fax (415) 554-7344
Website <http://www.ci.sf.ca.us/election>

Federal Election Commission

Phone (800) 424-9530
Website <http://www.fec.gov>

- Federal Campaign Disclosure
- Contributions from National Banks, National Corporations, and Foreign Nationals

State Franchise Tax Board

Phone (800) 338-0505
Website <http://www.ftb.ca.gov>

- Committee Tax Status
- Tax Deductible Contributions
- Charitable Non-Profit Groups
- Any Other Tax-Related Questions

Internal Revenue Service

Phone (800) 829-1040
Website <http://www.irs.ustreas.gov>

- Federal Taxpayer I.D. Numbers
- Any other Tax-related questions

Attorney General

Phone (800) 952-5225
Website <http://www.caag.state.ca.us>

- Brown Act Requirements

Current FPPC Campaign Disclosure Forms and Manuals

Campaign Disclosure Forms	Issued	Forms 501*	1999
Form 410*	1999	Candidate Intention	
Statement of Organization		Form 502*	1999
Form 425*	1999	Campaign Bank Account	
Semi-Annual Statement of No Activity		Campaign Disclosure Manuals	Issued
Form 450*	1999	Manual A	1995/96
Recipient Committee Campaign Statement — Short Form		Officeholders/Candidates and their Controlled Committees	
Form 460	1999	Manual B	1995/96
Recipient Committee Campaign Statement		Non-Controlled Committees Primarily Formed to Support or Oppose Specific State or Local Candidates	
Form 461*	1999	Manual C	1995/96
Independent Expenditure Committee and Major Donor Committee Campaign Statement		General Purpose Recipient Committees	
Form 465*	1999	Manual D	1995/96
Supplemental Independent Expenditure Report		Ballot Measure Committees	
Form 470*	1999	Manual E	1995/96
Officeholder/Candidate Campaign Statement — Short Form and Form 470 Supplement		Independent Expenditure and Major Donor Committees	
Form 460 A-1	1999	Addendum*	2000
Attachment to Form 460 for Special Election Candidates		Slate Mailer Organizations	Issued
Form 495*	1999	Forms 400, 401, 402	1992
Supplemental Pre-Election Campaign Statement		Form 498	1999
Form 496*	1999	Manual F	1995/96
Late Independent Expenditure Report			
Form 497*	1999		
Late Contribution Report			

* Available on FPPC Fax-on-Demand (888) 622-1151.

All forms and this addendum are available on the FPPC website www.fppc.ca.gov

Proposition 208 Status

Proposition 208 Status

On August 13, 1999, the parties to the Proposition 208 litigation returned to the Federal District Court for a status conference, following remand of the case from the Ninth Circuit Court of Appeals. The appellate court directed the district court to conduct further evidentiary hearings, and to issue a final judgment on all challenged provisions. The preliminary injunction issued by the district court in 1998 was not based on findings as to all of the provisions under attack.

The injunction is expected to remain in effect until the district court proceedings are completed and the matter returns to the Ninth Circuit for final disposition. It is unlikely that any further trial will be scheduled earlier than mid-summer, 2000.

Questions/Answers

Q What are the contribution limits for candidates running for state or local office?

A Under the preliminary injunction halting enforcement of Proposition 208, the Act only imposes contribution limits on candidates running in special elections held for the purpose of filling an elective office that has become vacant. Some local jurisdictions have adopted rules that impose contribution limits within their jurisdictions. For information concerning these ordinances, call the specific local jurisdiction (city or county).